

# Club licence Schedule 1

Liquor Control Reform Act 1998

The *Liquor Control Reform Act 1998* provides that the rules of a club that holds or seeks to hold a club licence must comply with Schedule 1, except as otherwise determined by Liquor Control Victoria.

Failure to ensure that the rules of a club continue to comply with the Schedule is a breach of the conditions of licence. Please use this form to check that your rules comply with Schedule 1 requirements prior to signing the 'Club Rules' declaration on the application form.

## Schedule 1 Clauses

- (a) The rules of a club must preclude the payment of any amount to an officer or servant of the club by way of commission or allowance from the receipts of the club for the sale of liquor;
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- (b) The rules of a club must provide that a visitor to the club must not be supplied with liquor in the club premises unless the visitor is:
- (i) a guest in the company of a member of the club; or
  - (ii) an authorised gaming visitor admitted in accordance with the rules of the club.
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- (c) The rules of a club must provide that a person cannot:
- (i) be admitted as an honorary or temporary member of the club (if the club has these types of membership); or
  - (ii) be exempted from the obligation to pay the ordinary subscription for membership of the club –
- unless the person is of a class specified in the rules and the admission or exemption is in accordance with the rules.
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- (d) The rules of a club, except in the case of a club primarily for sporting purposes, must provide that a person under the age of 18 years shall not be admitted to membership of the club.
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- (e) Unless the club is a corporation or is registered under the *Associations Incorporation Reform Act 2012*, the rules
- (i) must provide that the facilities of the club are provided and maintained from the joint funds of the club; and
  - (ii) except as otherwise permitted under the *Liquor Control Reform Act 1998*, must not enable any person to received a greater profit, benefit or advantage from the club than that to which any member is entitled; and
  - (iii) must provide for periodic meetings of the Management Committee and the recording of minutes of the meetings:
- (a) must provide for a management committee of the club with responsibility for the affairs or the club; and
  - (b) must provide that the members of the management committee of the club be elected for a term of not less than 12 months by a majority of the members present at the meeting and entitled to vote, subject to a quorum of at least 10 per cent of members entitled to vote being present at the meeting;
- (iv) must provide -
- (a) that not less than two weeks shall elapse between the date of nomination and the date of election of ordinary members; and
  - (b) that the names and addresses of persons proposed for election as members of the Management Committee of the club shall be displayed in a conspicuous place in the club premises for not less than one week before the date of the election; and
  - (c) for the election of members of the Management Committee by the general body of members; and
  - (d) for the keeping of records of members voting at an election of members.
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- (f) Must provide for the keeping of records of guests.
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- (g) In the case of a club in respect of which a venue operator's licence is in force, must provide that an authorised gaming visitor must:
- (i) produce evidence of his or her residential address before being admitted to the licensed premises; and
  - (ii) carry identification at all times whilst on the licensed premises; and
  - (iii) comply with any relevant rules of the club whilst on the licensed premises.